

TACUSPA Board Meeting

Mid-year Meeting in Corpus Christi

AGENDA

March 12, 2004

Members present: D. Biggers, B. Jacobs, K. Swanson, K. Rogers, S. Sutton, M. Fuentes-Martin, T. Moorman, S. Sutton, D. Braverman, S. Benn

Members absent: R. Wolaver

Guest: K. Engebrecht

D. Biggers opened the meeting at 8:45 a.m.

1. D. Biggers asked D. Braverman to introduce Karen Engebrecht, Director of Career Services at TAMU-Kingsville. Karen will serve as the program chair for the summer conference. The rest of the board introduced themselves.
2. Darlene mentioned a few logistical items before starting the meeting.
3. Approval of the minutes - D. Biggers asked for the board to review the January 21 and February 18 minutes. K. Swanson moved, and T. Moorman seconded that the minutes be accepted with minor revisions. The motion passed.
4. President's Report
Summer Conference: D. Braverman reviewed some items related to the summer conference.
 - i. Speakers – D. Braverman mentioned that the committee was considering several speakers, the most notable being Gary Pavela from the University of Maryland; his cost is \$1200
 - ii. K. Engebrecht asked several questions related to the conference program. It was decided that the keynoter would be at Monday at lunch.
 - iii. D. Biggers suggested that TACUSPA offer a National Coalition Building Institute (NCBI) after the conference on Tuesday afternoon.
 - iv. D. Biggers also mentioned the idea of inviting faculty to the conference, as well. TACUSPA could then offer a faculty panel or a faculty roundtable. Other “civility” program ideas were mentioned. D. Braverman mentioned other tracks/program ideas, including:
 1. Civility in the Classroom
 2. Ethical Development
 3. Codes of Conduct
 4. Academic Integrity
 5. Creeds

6. Programs (e.g., American Democracy Project)

The board tossed out names of possible presenters. D. Braverman mentioned the goal of having 16 break out sessions, in addition to plenary sessions.

- v. K. Engebrecht asked for the board to send names to here of the possible speakers. She also asked that the board send ideas for possible sponsors. Other highlights include: 1) securing the state rate 3 days before and 3 days after the conference, 2) we can bring in our own A/V equipment, 3) free shuttle from the airport, and free parking, 4) a complimentary suite
 - vi. The planning committee will look for a sponsor for the opening reception.
- b. Fall conference (Omni Hotel, Austin, October 10-13, 2004): S. Benn passed out a review of the planning committee's work to date. She also passed out a draft budget. B. Jacobs asked for clarification of the theme. The board also mentioned possible speakers for the conference, such as George Kuh. K. Swanson encouraged the committee to work to attract community college professionals. It was also suggested that the Bob Bullock Museum be considered as a location for the President's reception. In addition, it was suggested that the planning committee consider asking some legislators to serve on a panel.
- i. Budget: K. Rogers asked questions about the budget; after a conversation about the typical attendance at the Fall Conference, it was decided that the planning committee should build a budget based on an attendance of 120.
 - ii. Logo: S. Benn asked for feedback on the 2 logo/conference notebook designs. The board liked the "Capitol" design.
- c. New professional institute: D. Biggers reported that Jan Hillman has agreed to oversee this effort. K. Rogers expressed Jan's concern about the possible conflict with the NASPA New Professionals Institute being held this summer. The board agreed that the two are distinctly different.
- d. Letterhead; D. Biggers distributed the 3 letterhead designs. The board liked design #3, with minor modifications. The modifications will be made and sent out electronically. D. Biggers thanked Andrew Reitberger for his work on the letterhead.
- e. Newsletter: Draft copies of the newsletter were distributed. K. Swanson reported that the newest version is now 2 pages, rather than 4. K. Swanson mentioned that we want to include elections information. K. Swanson will take the comments back to Alicia Huppe. Information about the upcoming conferences will be included.
5. Past President's report
- a. Election of officers: Mari will send out the Call for Nominations during the week of March 22. K. Rogers clarified that there is to be an Elections Committee, and that the candidates with the top 2 nominations will be included on the ballot. The three positions open are: 1) President-elect, 2) VP for Marketing & Membership, and 3) Treasurer. M. Fuentes-Martin

mentioned that the nominations would be concluded by the first or second week of April; the ballot & slate of candidates would be approved at the April conference call of the board; the elections would conclude by early May.

- b. Survey: M. Fuentes-Martin passed out a copy of the last survey used. She asked for feedback. S. Sutton and K. Swanson volunteered to assist M. Fuentes-Martin with the survey.
 - c. Journal: D. Biggers discussed the journal, referencing the email that was sent to B. Jacobs from J. Baier. Several issues were discussed relating to the publication of the first edition of the journal. D. Biggers asked the board if the journal was a worthwhile endeavor – the group said “yes.” D. Biggers also said that we need a plan about what to do for this spring. In order to assess that, D. Biggers asked B. Jacobs to speak with J. Baier, the current editor, about both current and future plans for the journal. B. Jacobs will coordinate this with M. Fuentes-Martin, as the journal falls under the responsibilities of the Past-president.
6. President-elect report
- a. Summer 2005 Conference: B. Jacobs suggested the idea that TACUSPA combine the summer conference with the NASPA Region III conference, which is scheduled for San Antonio at about the same time. K. Swanson suggested having a pre or post one-day conference. D. Biggers asked about how much input TACUSPA will have in the planning of the conference. T. Moorman mentioned the idea that TACUSPA members be allowed to pay the NASPA member conference rate; we would have a liaison to the NASPA planning conference and be a sponsor of their conference. T. Moorman then moved that we move forward with sponsoring the NASPA Region III conference; K. Swanson seconded. The motion passed.
 - b. Fall 2005 Conference: Several locations were mentioned as possible locations for the fall conference. B. Jacobs will continue to look more closely at the potential sites mentioned. D. Biggers mentioned the possibility of combining our conference with LACUSPA.
7. VP for Administration
- a. Proposed by-laws change – K. Swanson passed out a draft (see Attachment A) of a change to Article III, Duties of Officers, under G. Treasurer. M. Fuentes-Martin moved that we accept the changes, and B. Jacobs seconded. The motion passed.
 - b. Committees & caucuses – K. Swanson talked about “building our leadership capacity” through our committees and caucuses. She talked about several committees (e.g., scholarships, awards & recognition, etc.) and the status of each. The organization chart needs to be updated to reflect the Legislative Committee (which reports to the VP for Administration). It was mentioned that the VP for Membership & Marketing needs to appoint individuals to the Caucus positions. B. Jacobs asked how we plan to involve those that have expressed interest in volunteering. K. Swanson will send the list of volunteers electronically

again; she'll follow up with those that do not have a current assignment. S. Sutton suggested that we select a "Volunteer of the Quarter" whose name will be published in the newsletter. K. Swanson suggested that we set aside time in the fall conference schedule for committee and caucus meetings.

8. VP for Marketing & Membership – No report given.
9. Database Manager – T. Moorman reported that TACUSPA currently has 257 members (compared to 310 last year). We have matched the same number of institutional members as last year at 33. T. Moorman also reported that the web site has been updated; he asked for the board to send him comments, recommendations, etc. Postcards with membership numbers will be sent to all members in April. The directory will be updated in early summer (this includes all professionals at any Texas institution. K. Rogers suggested listing the Institutional Members in conference programs and/or newsletters. D. Biggers offered to send a letter to each person that submitted the Institutional Membership (this might not be the VPSA). T. Moorman will hire someone to update the database (there is \$500 in the budget currently).
10. Treasurer –
 - a. Year to date summary: K. Rogers distributed a financial summary for September 1, 2003 current to February 19, 2004 (see Attachment B). The current TACUSPA balance for all accounts is \$64,170.62
 - b. Agreed upon procedures report: K. Rogers reported that she may have found someone to conduct this for TACUSPA.
 - c. Finance Advisory Board: K. Rogers distributed some possible funds that are currently recommended by a member of the Finance Advisory Board that might enable us to increase our rate of return. After discussing the merits of these accounts, K. Rogers offered to gather information about a Certificate of Deposit through our bank, Bank of America, in order to compare.
11. New Business
 - a. Marketing – D. Biggers suggested that TACUSPA purchase some give-away items. B. Jacobs moved that we transfer \$1000 from our BIA account into the President's operating budget, and that D. Biggers be given discretion to purchase pens and stickers to be used as promotional items. M. Fuentes-Martin seconded. The motion passed. D. Biggers asked if anything was planned for the NASPA or ACPA conference; nothing is currently planned. D. Biggers will also explore the possibility of publishing a brochure.
 - b. Strategic Plan: D. Biggers asked if the board had a copy of the current/last Strategic Plan. K. Rogers will send the board a copy of the plan, once she locates it in her files. T. Moorman suggested the board consider meeting a day before the summer conference in order to craft a strategic plan. K. Swanson suggested that the board consider a SWOT analysis rather than a full strategic plan because of the time needed. The board agreed to arrive on Saturday, June 26 by noon in order to begin the strategic plan discussion.

12. Next Meeting: The board will meet in person again at the summer conference. Details will be forthcoming.
13. Adjournment: K. Swanson moved that we adjourn; T. Moorman seconded the motion. The motion passed.

Reviewed & Approved by the TACUSPA Board on April 21, 2004

ATTACHMENT A

Proposed By-Laws Change

March 12, 2004

Under Article III – Duties of Officers

G. Treasurer

Responsibilities of the Treasurer:

- shall be the custodian of all TACUSPA funds;
- shall deposit all funds collected and disburse all funds expended;
- shall submit quarterly financial reports to the president and executive committee;
- shall provide annual income and expenditure statements to each officer;
- shall complete credit, tax, and all other appropriate financial documents and applications relating to the operations of the organization;
- insures that all accounting and IRS guidelines are met;
- will contract for the audit of accounts once during their term in office;
- shall track and report on all investments;
- is responsible for the establishment of an organizational budget for each fiscal year (September 1 to August 31).
- shall provide a year-end financial summary at annual business meeting.

Authorities of the Treasurer:

- is a full voting member of the executive committee;
- has signature authority on all financial matters.

Accountabilities of the Treasurer:

- The appropriate use of all organizational funds.
- The financial management of all investment funds.
- The ~~annual~~ audit of all accounts, **once per term of office**.
- The preparation of an annual budget.

ATTACHMENT B

| CHECKING ACCOUNT | | <i>BUDGET</i> | <i>ACTUAL</i> | | |
|--|--------------------------------|---------------|---------------|-------------|--------------------|
| Operations | | | | | |
| | <i>Expenses</i> | | | | |
| | President | \$1,500.00 | \$0.00 | | |
| | President-Elect | \$0.00 | \$0.00 | | |
| | Past President | \$5,050.00 | \$4,000.00 | | |
| | Vice President-Admin | \$800.00 | \$251.62 | | |
| | Vice President- Mktg&Mbrshp | \$2,100.00 | \$1,000.00 | | |
| | Secretary | \$75.00 | \$0.00 | | |
| | Treasurer | \$2,250.00 | \$318.15 | | |
| | Dir-DataMgmt&Tech | \$3,000.00 | \$1,945.75 | | |
| | Reserve | \$1,000.00 | \$558.85 | | |
| | | | | \$8,074.37 | |
| | <i>Income</i> | | | | |
| | Balance as of 9/1/03 | | \$9,681.40 | | |
| | 2004 Membership Dues | | \$3,460.00 | | |
| | 2005 Membership Dues | | \$0.00 | | |
| | | | | \$13,141.40 | |
| | | | | | \$5,067.03 |
| Conference | | | | | |
| | <i>Expenses</i> | | | | |
| | Fall '03 | | \$14,686.94 | | |
| | Summer '04 | | \$0.00 | | |
| | Fall '04 | | \$0.00 | | |
| | | | | \$14,686.94 | |
| | <i>Income</i> | | | | |
| | Balance as of 9/1/03 | | \$31,013.57 | | |
| | Fall '03 | | \$14,675.00 | | |
| | Summer '04 | | \$0.00 | | |
| | Fall '04 | | \$0.00 | | |
| | | | | \$45,688.57 | |
| | | | | | \$31,001.63 |
| Checking Balance | | | | | \$36,068.66 |
| | | | | | |
| BUSINESS INVESTMENT ACCOUNT | | | | | |
| | <i>Expenses</i> | | | | |
| | Transfer to Checking | | \$4,000.00 | | |
| | | | | \$4,000.00 | |
| | <i>Income</i> | | | | |
| | Balance as of 9/1/03 | | \$32,050.49 | | |
| | Interest | | \$51.47 | | |
| | | | | \$32,101.96 | |
| BIA Balance | | | | | \$28,101.96 |
| | | | | | |
| BALANCE | | | | | \$64,170.62 |